

# School Emergency Drills Documentation Form

**Type of Drill**

- Fire Drill (5 required)      \*\*\* 3 Fire drills must be completed before 12/1
- Tornado Drill (2 required)      \*\*\* 1 Tornado drill must be completed during month of March
- Lock Down/Shelter in Place Drill (3 required)      \*\*\* 1 Shelter drill must be completed before 12/1 and 1 must be completed after 1/1 of the school year

Name of Reporting School: VANDENBERG WORLD CULTURES ACADEMY  
Date of Drill: 12-13-2018 Time drill was held: 10:00 AM (am/pm)  
Exact time required to evacuate/shelter/secure: 3 MINUTES  
Total Participants: 375

Remarks: Procedures for the Lock Down Drill were followed by students and staff. All in the building were secure in their appropriate locations.

This report is for emergency drill # 2 for school year 2018-2019

Name of person conducting drill: Harry Patton  
Title of person conducting drill: Acting Principal  
Signature of person conducting drill: \_\_\_\_\_

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title \_\_\_\_\_

**AND**

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

**OR**

Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

\*\*\* Please send this form to Scott Tocco (email or fax – 248-746-7731)  
within one week of completed drill \*\*\*

*Handwritten:*  
H & H  
5/22/19